



**ARIZONA BOARD OF OCCUPATIONAL THERAPY EXAMINERS**

4205 N. 7<sup>th</sup> Avenue, Suite 305  
Phoenix, Arizona 85013  
(602) 589-8352  
FAX: (602) 589-8354

**Regular Session Minutes**

**January 8, 2016**

Board Members Present:            Quenton McCallister, OT Member  
  Dr. Donald Hosenfeld, Vice Chair, OT Member  
  Dana Hutchings, OT Member

Staff Present:                         Karen Whiteford, Executive Director  
  Vicki Egurrola, Administrative Assistant

Legal Staff Present:                 Thomas Raine, Assistant Attorney General

**1) CALL TO ORDER**

Mr. McCallister called the meeting to order at 1:34 p.m. (A recording of the meeting is available through the Board Office.)

**2) ROLL CALL**

The following members were present: Quenton McCallister, Dr. Donald Hosenfeld, and Dana Hutchings

**3) REVIEW AND DISCUSS APPROVAL OF MINUTES**

a) Regular Session Meeting Minutes of December 11, 2015 – Dr. Hosenfeld moved the Board approve the regular session meeting minutes of December 11, 2015, with changes to Board member name format, for consistency. Ms. Hutchings seconded the motion. The motion passed 3-0.

**4) DECLARATION OF CONFLICTS OF INTEREST**

Mr. McCallister recused himself from item 6d.

**5) REVIEW AND DISCUSS FUTURE BOARD MEETING SCHEDULE**

The Board reviewed the meeting schedule for:

- a) February 12, 2016 – No change
- b) March 11, 2016 – The Board requested the March 2016 meeting be changed to March 4, 2016, and instructed Board staff to research the availability of the Board room.
- c) April 8, 2016 – No change

**6) ITEMS FOR BOARD REVIEW, DISCUSSION AND LEGAL ACTION**

- a) Review, Discussion & Possible Action - Complaints, Investigations and Compliance
  - i) Initial Review of New Complaints  
There were no new complaints to discuss.

- ii) Open Complaints/Investigations  
There were no open complaints to discuss.
- b) Status of Compliance with Board Order/Approval of Board Ordered CE
  - i) Casey Crothers 15-OTA-0550 – Board staff stated that there was no update on Ms. Crothers status.
  - ii) Lena Mallant 15-OT-6337 – Board staff stated that they had made two attempts to mail Ms. Mallant’s consent agreement via certified mail. Neither had been signed for at the time of the meeting. Dr. Hosenfeld moved the Board direct Board staff to send a letter of concern to Ms. Mallant via email, giving her 30 days to sign the consent agreement or the Board may recommend suspension of her license.
  - iii) Erik Pool 15-OTA-4957 – Board staff stated that Mr. Pool’s signed consent agreement was received on 01/04/16 and was executed on 01/05/16.
- c) Review, Discussion, and Possible Action of Disclosed Criminal Charges
  - i) Paul Breuninger, OT  
Following review and discussion, Ms. Hutchings moved the Board move to an informal hearing at the February 12, 2016, meeting. Mr. McCallister seconded the motion. The motion passed 3-0.
- d) Review, Discussion, and Possible Action of Whether or Not to Open a Complaint
  - i) Michelle Lyon, OTA – A quorum was not present, therefore, the item was tabled until the February 12, 2016, meeting.
- e) Licenses  
Substantive review, discussion, and vote regarding the applications for licenses as follows:

i) Initial applications:

Boris Basanilov	Tracey Brown	Hilary Burton	Briana Culver
Kerrie Draper	Nia Garcia	Carolyn Guthrie	Michael Jankowski
Brian Laney	Lauren Langston	Abigail Maas	Nora McCauley
Jeff Mohrlock	Nicole Mundstock	Jonathan Papania	Ron Porter
Nicole Rambeau	Loretta Rivera	Julie Sheen	Janessa Sorlien
Michael Williams			

Mr. McCallister moved the Board approve the 21 initial applications. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

ii) Renewal of licenses:

Rilea Baisley	Heather Baumgartner	Catherine Beckwith	Christine Beecham
Carol Blanc	Joan Bruso	Jennette Capozello	Glenys Chartrand
Rebecca Christian	Suzanna Christina	Elizabeth Clay	Michael Cons
Lisa Cummings	Suzanne Dodd	Christine Draper	Jennifer Fiero
Tara Finney	Jennifer Garza	Kimberly Graef	Tracy Haakenson
Lacy Hafen	Cindy Hahn	Jesus Hinojosa	Edna Huddleston
Cathy Joseph	Emily Kimmins	Laurie Knutsen	Valerie Korczyk
Erica LeBert	Christina Leong	Mary Lynn	Pamela Matlin
Fiona McCulloch	Melanie Michael	Charlotte Milas	Allison Miller
Sarah Miller	Jessica Miltner	Kellie Murphy	Victoria Namihias
Pamela Parker	Angelina Pecak	Menchit Price	Marcos Ramos
Heather Ratliff	Lisa Rigazio	Christopher Scybert	Eileen Shores

Janet Shreve	Michael Simmons	Stacy Thomas	Amanda Valenzuela
Beth Vander Meulen	Lauren Vanderwerf	Jill Vargas	Jessica Walczak
Elsbeth Weller	Renee Whitmire	Jesse Wilcock	JoAnne Wood

Mr. McCallister moved the Board approve the 60 renewal applications. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

iii) Limited Licenses:

Jasmine Hawkins	Carley Rudloff
-----------------	----------------

Mr. McCallister moved the Board approve the two applications for limited licenses pending documentation of completion of seminar required for degree. Dr. Hosenfeld seconded the motion. The motion passed 3-0.

**7) REVIEW, DISCUSSION AND POSSIBLE ACTION - ADMINISTRATIVE MATTERS**

- a) Revenue and Expenditure Report – Ms. Whiteford reported that an agreement was made with the Central Services Bureau to avoid going over the quarterly allotment for the first two quarters of the fiscal year. After making this change to the report, there is enough money in the first quarter to register the Board members for CLEAR Online Training.
- b) Clarification on acceptance of NBCOT Navigator Competency Assessment Units (CAUs) versus CEUs – Following review and discussion Mr. McCallister moved the Board accept NBCOT Competency Assessment Units for license renewal. Ms. Hutchings seconded the motion. The motion passed 3-0.
- c) Possibility of revising rules to accept current national certification as meeting the CE requirements – Following discussion, the Board determined that proof of current national certification could not be used to satisfy continuing education requirements for renewal.
- d) Administrative Project Status Report
  - i) Policies and procedures – No update.
  - ii) Updating the Board licensing program to automate manual functions – No update.
  - iii) Legislative Update – Legislature not in session. No update.
  - iv) Rule Revisions – Mr. Raine reported that the Executive Order 2015-01 appeared to have expired. The Board instructed staff to email the most recent rule revision matrix for their review and to notify ArizOTA of the possibility of requesting rule revisions.
  - v) Board Member Training – As stated in item 7a, Board staff determined there is enough money in the budget for Board members to participate in the CLEAR Online Board Member Regulatory Training.
  - vi) Sunset Audit – Ms. Whiteford reported that she has not received anything aside from the initial notice but expected to get more information regarding the upcoming sunset audit closer to the end of 2016 or early 2017.

**8) OTHER BOARD BUSINESS AND REPORTS. REVIEW, DISCUSSION AND POSSIBLE ACTION**

- a) Discussion of calculation of state fund percentages for civil penalties – Ms. Whiteford reported that a letter was sent to Clark Partridge, State Comptroller, on 12/28/15.
- b) Open Public Board Member Positions – Ms. Whiteford reported that an email was sent to approximately half of the licensed Occupational Therapists and Occupational Therapy Assistants on 12/24/15.
- c) Status update on the Office of Boards and Commissions questionnaires – No update.

**9) AGENDA ITEMS FOR NEXT MEETING – IF ANY**

- a) Rule revision

- b) Paul Breuninger informal meeting
- c) Board member training (2-hour PowerPoint presentation)

**10) CALL TO THE PUBLIC**

There were no members of the public wishing to address the Board.

**11) ADJOURNMENT**

There being no further business before the Board, the meeting adjourned at 2:24 p.m.

Respectfully submitted,

Karen Whiteford  
Executive Director